



Personnel

DESERTION AND UNAUTHORIZED ABSENCE

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This instruction implements Department of Defense Directive (DoDD) 1325.2, *Desertion and Unauthorized Absence*, 20 August 1979, and Air Force Policy Directive 36-29, *Military Standards*. It establishes standard procedures for dealing with desertion and unauthorized absence. It tells how the Air Force tries to reduce absences and return the absentees to the military. This instruction applies to all military personnel on or ordered to report to active duty. It also applies to members of the Air National Guard of the United States (ANGUS) and US Air Force Reserve (USAFR) serving on or ordered to report to active duty or active duty for training, voluntarily or involuntarily.

This instruction requires authorities to collect and keep information the Privacy Act of 1974 protects. Title 10, United States Code (U.S.C.) Sections 885, 886 and 887 Uniform Code of Military Justice (UCMJ) Articles 85, 86 and 87 and other directives listed in attachment 1 allow authorities to collect and maintain this information. System of Records Notice F035 AF MP J, *Absentee and Deserter Information Files*, also applies. See attachment 1 for Glossary of References, Abbreviations, Acronyms, Terms, and Addresses. Submit proposed supplements, operating instructions, and comments for review and approval to Headquarters, Air Force Military Personnel Center, Directorate of Personnel Program Management, Separations Branch (HQ AFMPC/DPMARS2), 550 C St West, Ste 11, Randolph AFB TX 78150-4713.

SUMMARY OF REVISIONS

This is the first publication of Air Force Instruction (AFI) 36-2911, substantially revising Air Force Regulation (AFR) 35-73, 10 May 89. It transfers the responsibility for making National Crime Information Center (NCIC) and Air Force Law Enforcement Terminal System (AFLETS) entries on deserters from HQ AFOSI to local security police units (paragraph 9.5.7 and paragraph 11.1). It contains other minor administrative changes.

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Section A—Actions Taken for Member Absent Without Authority

1. General Instructions. The unit of assignment is the action unit. Even if you expect that the absence may be excused, immediately take the action listed in table 1. For more information about the actions in table 1, see paragraphs 5 through 9.

- 1.1. Classified as a Deserter. For a member administratively classified as a deserter under paragraph 3.1.2, immediately take the actions in table 1, steps 1 through 5, disregarding time sequence.
- 1.2. National Security Interests. In cases that may involve national security interests, comply with paragraph 4.
- 1.3. Military Control. When the absentee returns to military control, stop action as table 1 directs.
- 1.4. War and Mobilization Absence Without Leave (AWOL) Reporting Procedure. When Congress or the President declares an emergency, you may need to speed up reporting to involve law enforcement agencies earlier in returning absent members to the military. If this occurs, prepare and distribute DD Form 553, **Deserter/Absentee Wanted by the Armed Forces**, on the 10th day of AWOL, not the 31st day as paragraph 3.1 states. Prepare and distribute DD Form 553 immediately for those individuals who have been absent without authorization for 11 to 31 days.

2. When Unauthorized Absence Begins and Ends. An unauthorized absence:

- 2.1. Starts when a member is absent from where he or she is ordered or otherwise required to be present. Cite the date and hour.
 - 2.1.1. Classify an unauthorized absence of 24 consecutive hours or less “failure to go” instead of “AWOL.”
 - 2.1.2. For an unauthorized absence of more than 24 hours (AWOL), use *DoD Pay Manual*, table 1-3-4, to determine first and last days of absence.
- 2.2. Ends when the absentee or deserter returns to the military (paragraph 17). Cite the date and hour.

3. Reporting Deserters. When a commander administratively classifies a member as a deserter (table 1, step 5), the Military Personnel Flight (MPF) sends DD Form 553 and the deserter message. (See figure 1 for message format.) The MPF:

- Prepares DD Form 553 following the instructions in paragraph 1 and figure 4.
- Distributes it according to attachment 3.
- Accounts for disclosures as AFI 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35) requires.

3.1. Classify as a deserter a member who:

- 3.1.1. Has been AWOL for 30 consecutive days. If the absence lasts through 2400 on the 30th consecutive day, change the absentee’s status to deserter at 0001 on the 31st day.
- 3.1.2. Is AWOL for any amount of time and meets any of these criteria:
 - 3.1.2.1. Under the duty or travel restrictions that DoD 5200.2-R/AFI 31-501 imposes. (See paragraph 4.)
 - 3.1.2.2. Has had access in the past 12 months to *top secret* information or other classified information that requires special access authority. (See paragraph 4.)
 - 3.1.2.3. Has gone to, or stayed in, a foreign country and, while in there, has asked for or taken any type of asylum or resident permit from that country or its governmental agencies. (See paragraph 4.)
 - 3.1.2.4. Action pending on a previous unauthorized absence has not been completed.
 - 3.1.2.5. Is an escaped prisoner.
 - 3.1.2.6. Is wanted for violating the Uniform Code of Military Justice (UCMJ) as listed in attachment 2.
 - 3.1.2.7. HQ AFMPC/DPMARS classified the member as a deserter.

4. Action in Cases Involving Security. Take these additional actions in a case involving national security matters. When an absentee is administratively classified as a deserter for a reason in paragraph 3.1.2.1, 3.1.2.2, or 3.1.2.3:

4.1. The commander:

- 4.1.1. Immediately notifies these offices by priority message (includes MINIMIZE):
 - The Air Force Security Clearance Office (AFSCO) through the base security police.
 - AFOSI IOC/MCI and your servicing AFOSI detachment.
 - HQ AFMPC/DPMARS.
 - The servicing MPF and affected Major Commands (MAJCOM) or Field Operating Agency (FOA) as information addressees.
- 4.1.1.1. Sends the information that DD Form 553 requests. Number the data according to the items on the form. Datafax a copy of completed DD Form 553 immediately.
- 4.1.1.2. Tells what type of classified information the absentee had access to:
 - Communications Security (COMSEC).
 - Cryptographic (CRYPTO).
 - Single Integrated Operational Plan (SIOP).
 - Sensitive Compartmented Information (SCI).

NOTE: Notify the servicing Special Security Office if the absentee has or had access to SCI.

- Other.

4.1.1.3. Include any information that may show whether the absentee defected and whether the absentee has compromised or indicated possible compromise of classified information.

4.1.1.4. Include other significant information.

4.1.2. Refers the case for investigation to the AFOSI unit servicing the member's installation.

4.1.3. As soon as possible, accounts for classified material that the absentee had access to and notifies AFOSI of any missing material.

4.1.4. As soon as possible, assesses for AFOSI how much damage to national security could result from unauthorized disclosure of the information.

4.2. HQ AFMPC/DPMARS receives and sends DD Form 553 to the FBI as soon as it receives the commander's priority message (described in paragraph 4.1.1).

5. Unit Commander's Inquiry. The unit commander reports on the inquiry based on case action. (See table 1, steps 1, 2, and 3.) The unit commander sends the report to the Chief, MPF, and the Chief, Security Police. The report:

5.1. Includes all relevant information on the case; the absentee's duty status when the unauthorized absence began; the leave address for a member on leave; and the gaining unit and leave address for delay en route for a reassigned member.

5.2. Lists actions taken to locate the absentee, including actions taken on leads.

5.3. Tells whether the absentee faces pending administrative discharge action or action under the UCMJ.

5.4. Lists all previous unauthorized absences and their dispositions.

5.5. Shows any indication that AFI 36-3002, *Casualty Services* (formerly AFR 30-25) may apply.

5.6. Explains the facts in detail if the member is wanted for another offense.

5.7. If the unit commander wants FBI help in finding the member (paragraph 11.2.3), tells why.

6. Notice to the Next of Kin and Payee of Allotments. The unit commander writes to the next of kin and to family members who receive allotments about the unauthorized absence. (See table 1, step 4.) The letters go to aliens living in foreign countries as well as US residents.

6.1. Send the letters at the earliest of the following times:

6.1.1. When evidence shows the member planned or spoke to others of a plan to leave without authorization.

6.1.2. When the unauthorized absence has lasted 10 consecutive days.

6.1.3. When the unit commander administratively declares a member a deserter.

6.2. The letter to family members who receive allotments must indicate that payments will stop if the unauthorized absence continues.

6.3. The letter to the next of kin must state that:

6.3.1. Military authorities do not know the member's whereabouts and believe the member is absent without authority (or a deserter, if proper).

6.3.2. The member's continued absence may lead to:

- Court-martial.
- Loss of pay, allowances, and government insurance.
- Reduction in grade.
- Bad conduct or dishonorable discharge (or dismissal, for a commissioned officer).
- Confinement.

6.3.3. The next of kin should urge the member to return.

6.3.4. If next of kin knows where the member is, notify the nearest military installation.

6.3.5. Dependents will be ineligible for medical care, other benefits, and privileges, if member's status is or changes to deserter (per paragraph 6.4).

6.4. The commander's letter to the dependents (or their guardian or other fiduciary) of an absentee with pay grade E-4 (4 years or less service) or below must state that they:

6.4.1. May get temporary financial help, if they need it. The payment limit equals the basic allowance for quarters to which the member is entitled for no more than 2 consecutive months, if the absence lasts the entire period.

6.4.2. May ask for help when the member's absence exceeds 30 consecutive days.

6.4.3. Must apply for financial help in the first 3 months of the unauthorized absence.

6.4.4. May contact the nearest Financial Services Office (FSO) for help.

7. Status Reports. On the 31st and 60th days of absence, the unit commander makes status reports, in writing, to the MPF (table 1, steps 5 and 6). In the report the unit commander gives all new information about the unauthorized absence. The report includes:

- Names of contacts, dates, time, telephone numbers, and addresses.

- Information given to military and civil law enforcement agencies to speed the absentee's return.
- Feedback from security police contacts with civil law enforcement agencies.

7.1. The unit or MPF sends a new DD Form 553 if the new information in the status report warrants.

8. Consolidating the Absentee's FRGp.

- 8.1. Take the FRGp out of the active files and place in personnel readiness unit.
- 8.2. Put a charge-out sheet in the files to show when and where you moved the records.
- 8.3. Consolidate the FRGp in a separate and safe place in the MPF (personnel readiness unit) to prevent loss and make filing possible until the member returns to the military or drops from the rolls.
- 8.4. File AF Form 2098, **Duty Status Change**, DD Form 553, correspondence about the absence and related documents in the FRGp (table 1, step 5). Include the Unfavorable Information File (UIF), if applicable.
- 8.5. For disposition, comply with AFI 36-2608, *Military Personnel Records Systems* (formerly AFR 35-44).

Section B—Overall Management Actions Regarding Unauthorized Absences

9. General Responsibilities.

- 9.1. All members must be present for duty when and where they are ordered or required to be.
- 9.2. Commanders and Supervisors at all levels:
 - 9.2.1. Make sure that all members understand and carry out their responsibility to be present and on time for duty.
 - 9.2.2. Act promptly when a member is not present for duty.
- 9.3. Directorate of Military Personnel Policy (HQ USAF/DPX) develops personnel policies to reduce unauthorized absence and desertion.
- 9.4. HQ USAF/JAI takes charge of international law issues concerning arrest overseas.
- 9.5. Air Force Chief of Security Police (HQ USAF/SP):
 - 9.5.1. Evaluates and proposes changes needed to the Joint Service Apprehension Program.
 - 9.5.2. Develops, distributes, monitors, and evaluates policies and procedures for apprehending Air Force absentees and deserters.
 - 9.5.3. Provides guidelines and monitors the use of escorts to return members.
 - 9.5.4. Develops policy and procedures for operating each Air Force Law Enforcement Terminal System (AFLETS). See attachment 5.
 - 9.5.5. Closely coordinates with the Federal Bureau of Investigation (FBI), National Law Enforcement Telecommunications System (NLETS), and state telecommunications authorities.
 - 9.5.6. Establishes liaison and coordinates with civilian law enforcement agencies and other military services to encourage them to participate actively in apprehending absentees and deserters.
 - 9.5.7. Directs local security police units to enter all data about the absentee or deserter into AFLETS.
- 9.6. Air Force Office of Special Investigations (HQ AFOSI):
 - 9.6.1. Oversees local servicing AFOSI units' inquiries of unauthorized absences when commanders requests it.
 - 9.6.2. As the USAF executive agency for NCIC matters, AFOSI IOC/MCI communicates directly with base level system terminal managers to quickly solve problems involving incorrect NCIC entries.
 - 9.6.3. Works with the FBI to expedite the investigation and to find and arrest the absentee.
- 9.7. HQ AFMPC/DPMARS:
 - 9.7.1. Coordinates and distributes procedures for managing unauthorized absences.
 - 9.7.2. Monitors disposition of absentees returned to the military and gives guidance in unusual cases.
 - 9.7.3. Acts as the Air Force Deserter Information Point (DIP).
 - 9.7.4. Keeps statistics on unauthorized absences.
 - 9.7.5. Follows the DoD requirement to send report of Absentee and Desertion, RCS: DD-FM&P(SA) 1454.
- 9.8. Defense Finance and Accounting Service, Military Pay Division (DFAS-DE/FSCM) establishes procedures to prevent absentees from drawing unauthorized pay.
- 9.9. Commanders at all levels:
 - 9.9.1. Set up management practices and programs to deter absenteeism and desertion.
 - 9.9.2. Publicize the deserter apprehension program to deter potential absentees.
 - 9.9.3. Develop programs to make sure that the maximum number of absentees or deserters continue to serve who return to the military and have the potential.
 - 9.9.4. Arrange for local or area commanders of other services to pickup and transport absentees or deserters of all services (see attachment 6 and attachment 7).
- 9.10. Major Command (MAJCOM) Commanders must make sure that MPFs and units follow this instruction.

10. Responsibility for Base Level Actions. Table 1 shows actions taken in each unauthorized absence. The actions start at once if a member cannot be accounted for officially (paragraph 2).

10.1. In addition to the actions in table 1, others must take action to find and return the absentee to the military. The immediate supervisor:

10.1.1. Promptly reports the unauthorized absence to the unit commander.

10.1.2. Provides all available information that might help find the absentee or explain the absence.

10.2. Unit commander has the primary responsibility for efforts to learn the cause of absence and to find and return the absentee to the military. The unit commander:

10.2.1. Investigates the case, looking for any indication that the absence results from an involuntary casualty rather than desertion or unauthorized absence. In such situations, the commanders consider if AFI 36-3002 applies. The member's welfare is of highest concern.

10.2.2. Promptly notifies all those who need to know about the absence, for example, the security police, the servicing financial services office (FSO), the postal service center or the unit mail room of the absentee's organization, and the base exchange.

10.2.3. Considers appointing an inquiry officer under DoD 5200.1-R/AFI 51-201, sub section 6-110, if the absentee had access to classified information.

10.2.4. Prepares reports. See table 1.

10.2.5. Decides whether to bring court-martial charges for unauthorized absence, desertion, or other UCMJ violations. Consult with the staff judge advocate (SJA) before taking any actions.

10.2.5.1. Asks the SJA about the propriety of such action, whether the statute of limitations bars such action, to ensure the proper preparation of DD Form 458, **Charge Sheet**, and to ensure that the officer exercising summary court-martial jurisdiction over the absentee receives and acknowledges receipt of the charges.

10.2.6. Prefers charges immediately when administratively classifying the member as a deserter, but no later than the 180th day of absence. Preferral of charges and their receipt by the officer with court-martial authority over the absentee stops the statute of limitations. See AFI 51-201, *Military Justice Guide* (formerly AFR 111-1) , paragraph 3 and 4.

10.2.6.1. Files DD Form 458 in the unit personnel record group (UPRGp). Attach to DD Form 458 statements of known witnesses, summaries of expected testimony, available evidence, or notes about the location of evidence.

10.2.7. Provides escorts when needed to return an absentee to the duty station.

10.3. Military Personnel Flights must:

10.3.1. Notify the unit of assignment when PCS, TDY, and Reserve members ordered to active duty fail to report at the times their orders specify. *EXCEPTION:* Reserve members ordered to active duty for training (ADT) for their annual tours.

10.3.2. Give commanders the information they need from the absentee's UPRGp.

10.3.3. Monitor table 1 actions and coordinate the member's return to the military.

10.4. Security Police:

10.4.1. Help unit commanders find and return the member to the military using the initial information in DD Form 553 or newer information. This action includes notifying civilian and other military police agencies through the AFLETS, if appropriate.

10.4.2. Help unit and MPF decide how to distribute DD Forms 553 and AFLETS transmission, if available.

10.5. Financial Services Office (FSO) stops the absentee's next paycheck and allotments after the unit's initial notification.

10.6. After completing AF Form 2098 to change the member's duty status (see table 1), the MPF sends the FSO a copy.

11. Deserter Information System:

11.1. Security police units enter information on absentees in the NCIC within 7 days after the classification as deserters. DD Forms 553 and 616, **Report of Return of Absentee**, provide most of the information for NCIC entries.

11.2. HQ AFMPC/DPMARS, the Air Force Deserter Information Point (DIP):

11.2.1. Controls, accounts for, and passes on information to all interested agencies about administratively classified deserters and, as warranted, members AWOL for less than 31 days.

11.2.2. Helps Security Police update NCIC records of deserter information.

11.2.3. Verifies the data on DD Form 553 and sends the FBI a copy in cases of desertion under aggravated circumstances. No other Air Force agency sends DD Form 553 to the FBI. Examples of cases in which the Air Force requests FBI help include those in which the individual is a deserter and:

11.2.3.1. Is wanted for offense listed in attachment 2.

11.2.3.2. Had access to classified defense information which, if disclosed, would jeopardize United States security interests.

11.2.3.3. Is an escaped prisoner.

11.2.3.4. Is an officer.

11.3. If an Air Force installation does not have or cannot access AFLETS, the security police may ask the FBI to help them link with civilian law enforcement agencies where security police cannot operate.

Section C—Cooperation with Civil Authorities

12. Notice to Civil Authorities:

12.1. Within the Jurisdiction of the United States. Units or MPFs promptly send DD Forms 553 for a member administratively classified as a deserter. They send them to armed forces and civil law enforcement agencies most likely to help apprehend the absentee.

12.1.1. HQ AFMPC/DPMARS sends notices to the FBI (paragraph 11.2.3) and to the Department of State in certain cases, like those in which others know or strongly suspect the absentee has gone to a foreign country.

12.2. Outside the Jurisdiction of the United States. MAJCOMs act as needed respecting the primacy of international agreements to secure cooperation in apprehending AWOL members (paragraph 19).

13. Absentees Detained by Civil Authorities. Civil authorities arrest and hold absentees to help military departments.

13.1. Do not ask these authorities to hold absentees longer than necessary; make every attempt to pick up absentees within 48 hours after civil authorities agree to their release.

13.2. If foreign authorities hold the absentee, consult with the SJA before acting.

13.3. When a service picks up absentees or deserters from civil authorities anywhere in the continental United States (CONUS), they pick up all such individuals at once, disregarding the member's military service.

13.3.1. Take absentees or deserters to the nearest military installation having facilities to process them.

13.3.2. If the military service cannot pick up all absentees or deserters held, they notify the services of the remaining individuals before leaving the confinement facility.

14. Rewards and Reimbursements:

14.1. Any authorized communication, oral or written, from a military or federal law enforcement official or agency, asking active cooperation in apprehending or returning an absentee or deserter to the military is also a reward offer. The Air Force rewards or reimburses persons or agencies apprehending, holding, or delivering absentees, deserters, or escaped military prisoners to the military:

14.1.1. \$50 for apprehending and holding absentees, deserters, or escaped military prisoners until military authorities take them.

14.1.2. \$75 for apprehending and delivering absentees, deserters, or escaped military prisoners to the military.

14.1.3. Reimbursement for reasonable and actual expenses, not to exceed \$75 per case, to persons or agencies prohibited from accepting rewards.

14.2. Charge to the Air Force military personnel appropriations payments authorized by paragraph 14.1 and cost of travel of guards assigned to absentees or deserters.

14.2.1. The absentee or deserter does not reimburse the service for these costs.

14.2.2. Take the absentee's or deserter's own cost of returning to the military out of the member's pay account per the Joint Federal Travel Regulation, volume 1, chapter 7.

15. Notice of Return to the Military. Notify civil authorities immediately when an absentee returns to the military. This action prevents the apprehension of a person who is no longer a deserter or who has been discharged.

15.1. Use DD Form 616, the standard form for this notice in the US (paragraph 21).

15.2. Notify first those agencies which received the AFLETS message.

Section D—General Apprehension Information and Action Taken When a Member Returns to the Military

16. Apprehension Procedures. Commanders must start investigating the case and begin apprehension efforts as soon as an unauthorized absence occurs. These efforts not only help return absentees to the military sooner; they also deter others from unauthorized absence.

16.1. Security police pass leads to proper civil law enforcement authorities and ask for their help.

16.2. The Commander with assistance from the MPF prepares DD Form 553, if one has not been issued. Distribution is limited to military records only and concerned civil authorities receive the forms.

17. After Return to the Military. Return occurs at the date and hour that:

17.1. An absentee or deserter surrenders to, is delivered to, or is apprehended by or for military authorities.

17.2. A civilian authority informs the military that it holds the absentee or deserter for some reason other than the military's request.

17.3. An absentee or deserter otherwise comes under the control of military personnel.

17.4. HQ AFMPC/DPMARS determines the absentee or deserter has been returned to the military.

NOTE: An absentee in the hands of civil authorities is no longer considered to be at large when Air Force authorities lodge a detainer with civilian authorities. A detainer is a written or verbal request to hold the member for Air Force authorities when his or her presence is no longer required by civil authorities. The detainer ensures civilian authorities will inform military authorities when they are ready to release the absentee.

18. Who Has Authority To Apprehend:

18.1. Members of the Armed Forces may apprehend absentees and deserters if authorized to do so by Article 7 of the UCMJ and the *Manual for Courts-Martial (MCM)*, 1984, Rule 302(b).

18.2. A civil officer authorized to arrest offenders under US laws may arrest a deserter and deliver the offender into the custody of the Armed Forces. See Article 8 of the UCMJ and the MCM, Rule 302(b). These officers may also arrest absentees at the request of military or federal authorities.

18.3. United States authorities may arrest absentees and deserters in foreign countries only:

- When an international agreement with the country authorizes it.
- Under an agreement with proper local authorities that does not violate an existing international agreement.
 - In these cases, carefully consider and consult with the servicing staff judge advocate (SJA) about possible international implications and adverse foreign relations.
 - If apprehension is impossible or in any case of unclear apprehension authority, report the facts in writing to the International and Operations Law Division, Office of the Judge Advocate General (HQ USAF/JAI), 1420 Air Force Pentagon, Washington DC 20330-1420, for submission to the Assistant Secretary of Manpower and Reserve Affairs for resolution.

19. Where Absentees Return to the Military:

19.1. At any military installation staffed by active duty personnel. Immediately transfer an individual to the nearest installation of the individual's branch of military service that has facilities to process absentees and deserters.

19.2. In foreign countries, military attaches, the Chief of the Military Assistance Advisory Group (MAAG), or similar organizations may not help a deserter or absentee who asks to return to the military control unless the United States is directly responsible for the individual's presence in the country.

19.2.1. Generally, these organization advise such deserters and absentees to report, at their own expense, to a proper US military installation in the US or overseas.

19.2.2. Unless absentees and deserters are citizens of the country that requested US assistance, they must be reported to the country's proper authorities, who may deport them.

19.2.3. If the individual leaves or is deported from the foreign country, the military attach[eacute] or Chief of the MAAG arranges for the individual's custody upon arriving in a territory where US military officers have arresting authority.

Section E—Actions Taken After Absentees Return

20. General Procedures.

- The unit commander decides about disposition.
- The MPF coordinates instructions for disposition.
- The agency that first learns of an absentee's return to the military (or civil confinement) informs its servicing MPF.
- Disposition of the unauthorized absence now begins.

21. Reporting Status Changes. MPFs and commanders report the change in status when an absentee returns to the military (paragraph 17).

21.1. Send this notice promptly to clear the wanted notice from the NCIC files to prevent the apprehension of a discharged person or a member no longer absent.

21.2. Message: The notified MPF first sends the message (MINIMIZE included) reporting a change in the deserter's status. (For the message format, see figure 2.) The MPF must send the message to undo the deserter message (figure 1) or DD Form 553. Do not send the message if the member:

- Returns to the unit of assignment; and
- Had not been administratively classified as a deserter.

21.2.2. Security Police removes the member's name from the NCIC when the deserter returns to military control. Include the appropriate Security Police unit as an addressee.

21.3. DD Form 616. If the MPF issued DD Form 553, the MPF that services the action unit sends DD Form 616. Figure 5 and attachment 4 show how to prepare the form.

21.3.1. Send Form 616 to those who received DD Form 553.

21.3.2. Account for disclosures per AFI 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35).

21.4. AF Form 2098. The action unit commander submits AF Form 2098 to change the absentee's duty status. It shows the date and time of the change. (To find the date and time of return to the military, see paragraph 2.2.)

21.4.1. The MPF processes AF Form 2098, returns the FRGp to the appropriate custodians, and updates the Personnel Data System (PDS), which in turn updates the member's master military pay account (MMPA).

21.4.2. If the absentee has been dropped from the rolls, the MPF asks for the FRGp by message (MINIMIZE considered) to Airman Separations Section, Headquarters Air Force Military Personnel Center (HQ AFMPC/ DPMARS2), with information to the Military Pay Division, Defense Finance and Accounting Service (HQ DFAS-DE/FSCM).

22. Return to the Military at Other than the Unit of Assignment:

22.1. Disposition Instructions. The MPF for the detaining unit asks for disposition instructions by message (MINIMIZE included). Figure 3 shows the message format. The message used to report the return of a deserter includes the request for disposition. (See figure 2.)

22.1.1. If the absentee does not give unit of assignment, the MPF asks HQ AFMPC/DPMARS for it.

22.1.2. The commander of the unit of assignment gives disposition instructions to the MPF for the unit of assignment.

22.1.3. The MPF answers the message.

22.1.4. Generally a member who has been absent:

- One year or more stays at the nearest Air Force installation with facilities for disposing of the case.
- Less than 1 year returns to the unit of assignment. Table 2 lists other dispositions.

22.1.5. EXCEPTIONS: In some cases, the rules in paragraph 22.1.4 may not be appropriate. If so, the unit of assignment sends the affected MAJCOM/DPA/JA or MAJCOMs a message recommending an alternate disposition. HQ AFMPC/DPMARS must receive an information copy. The message (MINIMIZE included) tells why the proposed disposition improves on the disposition in table 2. Work with the servicing SJA.

22.1.5.1. Either MAJCOM may disapprove the request. Return the request to the sender with reason for disapproval with information copy to HQ AFMPC/DPMARS.

22.1.5.2. When both MAJCOMs agree to the proposal refer the case to HQ AFMPC/DPMARS for final decision.

22.2. Escorts. The action unit commander coordinates with security police to see if absentees or deserters need escorts. The commander authorizes escorts for members detained outside their country of assignment only after consulting the servicing SJA.

22.2.1. The action unit provides escorts when needed.

22.2.2. To ensure absentees' prompt return, on-duty escorts must not take leave or delay en route.

22.2.3. Use security police only when you consider the returning member dangerous. Generally, use escorts if the member:

- Escaped from prison.
- Has been charged with other serious offenses.
- Was apprehended by civil authorities.
- Is a repeat offender.
- Has a history of disciplinary infractions.

23. Commander's Determination. The action unit commander:

- Takes responsibility for disposition of unauthorized absence.
- Decides whether the absence was avoidable or unavoidable.
- Uses guidance in the *Department of Defense Military Pay and Allowances Entitlements Manual (DoD Pay Manual)*, table 1-1-2 and 1-3-3.
- Uses AFI 36-3003, *Military Leave Program* (formerly AFR 35-9), and AFM 177-373, volume 2, to tell when to charge to leave an absence excused as unavoidable.

23.1. A commander who finds that an absence was:

23.1.1. Avoidable, takes proper disciplinary action.

23.1.2. Unavoidable, excuses it. The absence does not count as lost time to be made good. Charge it to leave if it is not authorized for another reason. A new AF Form 2098 revokes the unauthorized absence report. Examples of excused absences not charged to leave:

- Those a member's lack of mental capacity causes.
- Those resulting when civil authorities hold, try, and acquit a member.

23.2. If a member dies during an unauthorized absence, the commander of the unit of assignment makes a new status determination. Consider all available facts, the commander must find that the member was either in duty status, absent on leave, absent without leave, or a deserter (*DoD Pay Manual*, paragraph 40505).

24. Erroneous Reports of Unauthorized Absence. When a commander finds an erroneous report of unauthorized absence, the MPF destroys all records of it. No trace of the entries of alleged unauthorized absence may remain in the FRGp or the master personnel record (MPeR).

24.1. If MPF sent DD Form 553, the DD Form 616 must fully explain the error in item 9 remarks (paragraph 21.2).

24.2. If MPF sent the deserter message, the return message must explain the error.

24.3. The commander sends new letters explaining the error to the next of kin, dependents, and others notified of the unauthorized absence.

Section F—Special Requirements for Air National Guard of the United States (ANGUS) and USAF Reserve (USAFR) Members

25. ANGUS and USAFR Procedures.

25.1. This section of the instruction applies to an ANGUS or USAFR member ordered to extended active duty (EAD) voluntarily or involuntarily per AFI 36-2115, *Assignments Within the Reserve Components* (formerly AFR 35-41, volume 1), AFI 36-2002, *Enlistment in the United States Air Force* (formerly AFR 45-21), AFI 36-2116, *Reserve Component, Extended Active Duty Representation* (formerly AFR 45-22), AFI 36-2008, *Voluntary Entry as Extended Active Duty (EAD) of Commissioned Officers of the Air Reserve Forces* (formerly AFR 45-26), AFI 36-2011, *Air Force Reserve Officer Training Corp (ROTC)* (formerly AFR 45-48), and AFR 53-3, *Disenrollment of United States Air Force Academy Cadets* and reported absent without authority (See table 3.).

25.2. When an EAD order calls a Reserve Member to active duty (AD) , the first unit the member is assigned to processes the absentee under this instruction (AFMAN 36-2125, *Military Personnel Strength Accounting Methods* (formerly AFR 35-40)).

26. Determining Who Is Absent Without Leave. A Reserve member voluntarily or involuntarily called or recalled to AD or ADT who fails to report is absent without leave if strong evidence exists that the member received the orders.

26.1. DoDD 1215.13 allows processing of AWOL or desertion without a signed receipt on file. To do so, however, substantial proof must exist that orders to report for ADT or transfer to the Individual Ready Reserve (IRR) were properly mailed to the most recent address the member furnished. Substantial proof consists of written post office verification of current address.

26.2. Contact the office issuing the orders to determine if proof exists.

27. Reporting Desertion. Notify the Military Personnel Division, Air National Guard Support Center, ANGRC/DPM (for ANGUS members) and the Special Actions Division, Air Force Reserve, HQ AFRES/DPAA (for USAFR members) when classifying a member ordered to ADT as a deserter. (See table 3.)

- Make them an information addressee on the deserter message. (See figure 1.)
- Send them a copy of DD Form 553 with a copy of the commander's inquiry report.

28. Return to Military Control Responsibilities. When a Reserve member ordered to ADT returns to the military:

28.1. The detaining unit:

- Sends the return message. (See figure 2.)
- Acts on instructions from the unit of assignment.
- Gives the member a nonchargeable transportation request, if no escort is used.

28.2. The commander of the unit of assignment:

- Decides whether the member goes to the unit of attachment or to another unit with court-martial jurisdiction.
- Decides whether the member needs escorts.
- Takes the action that paragraph 23 requires.
- Documents the absence and sends the file to the commander who has special court-martial jurisdiction over the unit of attachment, if UCMJ action is proper.

28.3. The unit of attachment provides escort or escorts, if needed.

28.4. The MPF servicing the unit of assignment:

- Fills out AF Form 2098 (AFI 36-3002).
- Sends DD Form 616, if DD Form 553 was issued (paragraph 21.2).

NOTE. The unit to which the member is attached for AD must notify the unit of assignment within 24 hours. If Airmen Accessions Branch (HQ AFMPC/DPMAPA) or Headquarters USAF Academy, Cadet Accessions (HQ USAFA/DPYQD), ordered the member to EAD, contact the appropriate office within 24 hours to determine if substantial proof of delivery of orders exists, before taking any AWOL action.

Figure 1. Sample Format Message--Confirmation Of Deserter Status.

FROM: (ORGN LOCATION//OFFICE SYMBOL//)
 TO: HQ AFMPC RANDOLPH AFB TX//DPMARS//
 AFOSI IOC BOLLING AFB DC//MCI//
 AFSCO WASH DC//A//
 (SERVICING AFOSI DETACHMENT)
 INFO: (MAJCOM LOCATION//DPA//)

UNCLAS

SUBJECT: FOLLOWING USAF MEMBER IS CONFIRMED AS A DESERTER:

- a. LAST NAME, FIRST NAME, MIDDLE NAME, GRADE, SSN
- b. DATE OF AWOL
- c. DATE OF DESERTION
- d. DATE AND PLACE OF BIRTH
- e. CITIZENSHIP
- f. RACE, SEX, EYE COLOR, HEIGHT, WEIGHT, HAIR COLOR
- g. MARITAL STATUS
- h. OTHER IDENTIFYING FEATURES (SCARS, TATTOOS, AND SO ON)
- i. REMARKS (CAR LICENSE OR ANY OTHER PERTINENT INFORMATION THAT WOULD AID IN APPREHENSION)
- j. CIVILIAN OCCUPATION
- k. MILITARY OCCUPATION
- l. SECURITY CLEARANCE DATA: TYPE OF CLEARANCE (NAC, BI, AND SO ON); AGENCY THAT CONDUCTED INVESTIGATION; DATE OF INVESTIGATION; INVESTIGATION FILE NUMBER; CLEARANCE LEVEL
- m. DISTRIBUTION DATE, DD FORM 553

Figure 2. Sample Format Message--Notification of Return of Deserter to the Military.

FROM: (ORGN LOCATION//OFFICE SYMBOL//)
 TO: (MPF OF ABSENT MEMBER) (SEE NOTE 1)
 INFO: HQ AFMPC RANDOLPH AFB TX//DPMARS//
 AFOSI IOC BOLLING AFB DC//MCI/
 AFSCO WASH DC//A//
 (SERVICING AFOSI DETACHMENT)
 (MAJCOM LOCATION//DPA//)

UNCLAS

SUBJECT: RETURN OF DESERTER TO MILITARY CONTROL

- a. LAST NAME, FIRST NAME, MIDDLE NAME, GRADE, SSN
- b. DATE OF AWOL
- c. DATE AND HOUR OF RETURN
- d. PLACE OF RETURN
- e. SURRENDERED TO: (SEE NOTE 1)
OR
- f. APPREHENDED BY: (SEE NOTE 1)
- g. REQUEST DISPOSITION INSTRUCTIONS BE FURNISHED UPON RECEIPT OF THIS MESSAGE (SEE NOTE 1)

NOTES:

1. Show whether the member surrendered or was apprehended and to what authority: military authorities, the FBI, or other civilian authorities. Be specific.

2. When a member returns to the military at permanent duty station or paragraph 22.1.4 applies, address the message to HQ AFMPC Randolph AFB TX//DPMARS//. Include the information addressees. Omit item F. For most absences of less than 1 year, you do not need to ask for disposition instructions.

Figure 3 Sample Format Message--Request for Disposition Instructions

FROM: (ORGN, LOCATION//OFFICE SYMBOL//)

TO: (MPF OF ABSENT MEMBER)

INFO: HQ AFMPC RANDOLPH AFB TX//DPMARS//

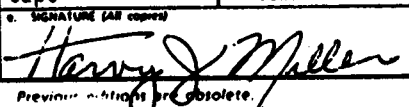
UNCLAS

SUBJECT: RETURN OF ABSENTEE TO MILITARY CONTROL

- a. LAST NAME, FIRST NAME, MIDDLE NAME, GRADE, SSN
- b. DATE OF AWOL
- c. DATE AND HOUR OF RETURN
- d. PLACE OF RETURN
- e. SURRENDERED TO (SEE NOTE)
- f. OR
- g. APPREHENDED BY: (SEE NOTE)
- h. REQUEST DISPOSITION INSTRUCTIONS BE FURNISHED UPON RECEIPT OF THIS MESSAGE

NOTE: Show whether the member surrendered or was apprehended and to what authority: military authorities, the FBI, or other civilian authorities. Be specific. (Use this format when an absentee returns to the military but not to the base of assignment. Use the format in figure 2 to report the return and request deserter disposition.) For most absences of less than 1 year, you do not need to ask for disposition instructions.

Figure 4. Sample DD Form 553, Deserter/Absentee Wanted by the Armed Forces.

DESERTER / ABSENTEE WANTED BY THE ARMED FORCES				1. DATE PREPARED (YYMMDD)		REPORT CONTROL SYMBOL	
2. TO (Local, State or Federal law enforcement authority as indicated by Military Deserter Information Point)				3. FROM (Organization or activity and place from which absent. If unauthorized absence occurs in transit, list old and new unit in Remarks)		4. DISTRIBUTION	
HQ AFMPC.DPMARS2 (see note) Randolph AFB TX 78150-6001				12th Mission Support Squadron Randolph AFB TX 78150-5000			
5. ABSENTEE IDENTIFICATION							
a. NAME (Last, First, Middle Initial)		b. GRADE / RANK / RATE		c. SEX		d. RACE	
West, Scott E.		SSgt (E5)		Male (M)		White (C)	
e. PLACE OF BIRTH (City, State, Country)		f. DATE OF BIRTH (YYMMDD)		g. HEIGHT		h. WEIGHT	
Plains, MT (USA)		59/09/22		6'1"		165	
i. OP CONTROL NUMBER		j. SERVICE		k. SOCIAL SECURITY NO.		l. CITIZENSHIP	
		Air Force		123-45-6789		US	
m. MILITARY OCCUPATION		n. PERMANENT RESIDENCE ADDRESS (Include Zip Code)					
3S051, Personnel Journalman							
o. CIVILIAN OCCUPATION							
None							
6. CURRENT ENLISTMENT				7. ENTRY INTO CURRENT PERIOD OF SERVICE			
a. DATE (YYMMDD)		b. PLACE (City and State)		c. DATE (YYMMDD)		d. PLACE (City and State)	
86/10/17		San Antonio, TX		"Same as 6a"		"Same as 6b"	
e. TIME OF ABSENCE		f. DATE (YYMMDD)		g. HOUR		10. ADMINISTRATIVE DATE OF DESERTION (YYMMDD)	
90/04/20		0730				90/05/20	
11. ESCAPED OR SENTENCED PRISONER (X as applicable)				12. DISCHARGE STATUS (X as applicable)			
a. YES <input type="checkbox"/> b. "YES," SPECIFY CHARGE				c. DISCHARGED <input type="checkbox"/> d. YES <input type="checkbox"/> e. NO <input type="checkbox"/>			
X NO				f. SUSPENDED <input type="checkbox"/> g. YES <input type="checkbox"/> h. NO <input type="checkbox"/>			
13. OPERATOR'S LICENSE		a. NUMBER		b. STATE		c. EXPIRATION DATE (YYMMDD)	
		987-65-432		TX		92/09/22	
14. VEHICLE		a. VEHICLE IDENTIFICATION NUMBER		b. YEAR		c. MAKE	
		3T39546GK0024		1988		Nissan	
						d. MODEL	
						Stanza	
						e. STYLE	
						2 Door	
						f. COLOR	
						Red	
16. RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE (If more space is needed, continue in Remarks or on a separate page, making reference to this item number.)							
a. NAME (Last, First, Middle Initial)				b. ADDRESS (Include Zip Code)			
(1) West, Donald C. (Father)				970 E. Main, Seattle, WA 98246			
(2) West, Lori M. (Mother)				Same as Above			
17. CERTIFICATION (See Notes on reverse)							
The undersigned states: That he/she is a commissioned officer of the United States _____ (Military Department), presently assigned as the Commanding Officer, _____ (Unit from which the alleged deserter absented himself or herself), and in the performance of official duties imposed by Department of Defense Directive 1325.2 and _____ (Regulations of the Service concerned which implement DOD Directive 1325.2, e.g., Army Regulations 190-7 and 630-105, he/she has conducted an investigation into the absentee status of _____ (Name and rank of alleged deserter), a member of the United States Armed Forces serving on active duty with _____ (Unit and Service from which the alleged deserter absented himself or herself), by questioning his/her unit cohorts; by examining and verifying the field service records of said service member which reflect his/her duty status; by requesting the member's next of kin to urge his/her voluntary return to military control if they are aware of his/her whereabouts; by inquiring to the fullest extent possible into the feasibility of other explanations for the member's absence, to include sickness, injury, hospitalization, and confinement by civil law enforcement officials; and officially ordered diversion from his/her unit of assignment by querying the member's losing unit (and en route temporary duty unit), the appropriate career management division, the servicing replacement organization, and the servicing Military Personnel and Transportation Assistance Office (and _____). ¹⁾							
That based on the aforesaid investigation, the undersigned has personal knowledge that, on or about _____ (Date), _____ (Name and rank of alleged deserter) did, without authority and with intent to remain away therefrom permanently, absent himself/herself from his/her unit/organization/place of duty, to wit: (See Item 3 above) located at (See Item 3), in violation of Section 885, Title 10, United States code and he/she has remained continuously so absent until _____ (Date this statement is executed). I state under penalty of perjury (under the laws of the United States of America ²⁾) that the foregoing is true and correct.							
Executed on _____ (Date).							
18. COMMANDING OFFICER							
a. TYPED NAME (Last, First, Middle Initial)		b. GRADE		c. TITLE		d. DATE SIGNED (YYMMDD)	
Miller, Harvey J.		Capt		Commander		90/05/23	
e. ORGANIZATION AND INSTALLATION		f. SIGNATURE (All copies)					
12th Mission Support Squadron Randolph AFB TX 78150-5000							

DD Form 553, SEP 89

Previous editions are obsolete.

1219/250

19. REMARKS (List peculiar habits and traits of character; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tattoos; facial characteristics; complexion; posture; build; other SSN's used by individual; or other data that may assist in identification. List known facts, e.g., armed and dangerous, drug user, suicidal tendencies, guards are needed, etc.)

INFORMATION

1. AUTHORITY TO APPREHEND.

a. Any civil officer having authority to apprehend offenders under the laws of the United States, or of a State, territory, commonwealth, possession, or the District of Columbia may summarily apprehend deserters from the Armed Forces of the United States and deliver them into custody of military officials. Receipt of this form and a corresponding entry in the FBI's NCIC Wanted Person File, or oral notification from military officials or Federal law enforcement officials that the person has been declared a deserter and that his/her return to military control is desired, is authority for apprehension.

b. Civil authorities may apprehend absentees (AWOL's) when requested to do so by military authorities.

2. PAYMENT OF REWARD OR REIMBURSEMENT FOR EXPENSES.

a. Rewards. Receipt of this form, or oral or written notification from military authorities or Federal law enforcement officials, prior to apprehension of the individual, that the person is an absentee and that his/her return to military control is desired will be considered as an offer of reward. Persons or agency representatives (except salaried officers or employees of the Federal Government or servicemembers) apprehending or delivering absentees to military control are authorized:

(1) Payment for apprehension and detention of absentees until military authorities assume custody, or,

(2) Payment for apprehension and delivery of absentees to a military installation.

b. Reimbursement for Expenses. Reimbursement may be made for actual expenses incurred when conditions for payment of a reward cannot be met. If two or more persons perform these services, payment will be made jointly or severally, but total payment to all may not exceed prescribed limitations.

c. Payment. Payment will be made to the person or agency representative actually making arrest and detention or delivery by

the disbursing officer servicing the military facility to which the absentee is delivered and will be in full satisfaction of all expenses of apprehending, keeping and delivering the absentee. Payment may be made whether the absentee surrenders or is apprehended. Payment will not be made for information leading to apprehension, nor for apprehension not followed by return to military control. Both reward and reimbursement may not be paid for the same apprehension and detention or delivery.

3. INDIVIDUAL CLAIMS HE/SHE IS NOT ABSENT WITHOUT AUTHORITY.

When a detained individual claims that he/she is not absent without leave and does not have the papers to prove his/her claim, the apprehending person or agency representative should communicate directly by the most rapid means available, with the nearest military installation manned by active duty personnel. When necessary, communicate directly (telephone or telegraph) with the Deserter Information Point of the military service concerned.

- | | |
|---------------------|---|
| a. US Army. | United States Army Deserter Information Point (USADIP)
Fort Benjamin Harrison, IN 46249-5301
Telephone collect: Area Code (317) 542-3355. |
| b. US Navy. | Commander, Naval Military Personnel Command (NMPC-843)
Washington, DC 20370-5000
Telephone: Area Code (800) 336-4974
(In Va., Call (800) 572-0266) |
| c. US Marine Corps. | Commandant, US Marine Corps Code MPH-57, Washington, DC 20380-0001
Telephone collect: Area Code (202) 694-2180/8526. |
| d. US Air Force. | USAF Manpower Personnel Center
Randolph AF Base, TX 78150-6001
Telephone collect: Area Code (512) 652-5118/2148. |

NOTES:

¹ For use only when a servicemember fails to report to a gaining unit of assignment during a permanent change of station.

² For use only when statement is executed outside the United States, its territories, possessions and commonwealths.

Figure 5. Sample DD Form 616, Report of Return of Absentee.

REPORT OF RETURN OF ABSENTEE			REPORT CONTROL SYMBOL	
IMPORTANT NOTICE The absentee status of the individual named below has been terminated. Military records indicate that your agency was specifically furnished a copy of DD Form 553, "Deserter/Absentee Wanted by the Armed Forces," soliciting your support. Request you clear your records of the DD Form 553 pertaining to this individual and the associated unauthorized absence indicated on this report. The Department of Defense and the Military Service law enforcement officials concerned gratefully acknowledge your participation and support of military apprehension programs.			1. DISTRIBUTION (Same as DD Form 553 at time of absence)	
2. NAME OF ABSENTEE (Last, First, Middle Initial) WILLIAMSON, MICHEAL L.				
3. SERVICE Air Force (F)	4. SOCIAL SECURITY NO. 123-45-6789	5. GRADE OR RATE SGT (E4)		
6. FORMER ABSENTEE STATUS				
a. FORMER STATUS (X one)		b. DATE/HOUR ABSENCE BEGAN		
<input type="checkbox"/> (1) Escaped or Sentenced Prisoner <input checked="" type="checkbox"/> (2) Absentee <input type="checkbox"/> (3) Deserter (Administrative)		83/12/14/1500		
c. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT 12th Mission Support Squadron Randolph AFB TX 78150-5000				
7. CIRCUMSTANCES OF ABSENTEE'S RETURN				
a. MODE OF RETURN (X one)		b. AUTHORITIES TO WHOM ABSENTEE SURRENDERED OR BY WHOM APPREHENDED (X one)		
<input checked="" type="checkbox"/> (1) Apprehended <input type="checkbox"/> (2) Surrendered		<input checked="" type="checkbox"/> (1) Military <input type="checkbox"/> (2) Civil <input type="checkbox"/> (3) FBI <input type="checkbox"/> (4) DIS <input type="checkbox"/> (5) Other (Specify)		
c. PLACE OF INITIAL RETURN Malmstrom AFB MT 59402-5001			d. DATE/HOUR OF INITIAL RETURN 86/02/27/2200	
e. REQUIRED ACTION (X one)				
<input checked="" type="checkbox"/> (1) Return to Military Control <input type="checkbox"/> (2) Retained by Civil Authorities <input type="checkbox"/> (3) Civil Charges <input type="checkbox"/> (4) Safekeeping				
f. MILITARY ORGANIZATION AND INSTALLATION OR CIVILIAN LOCATION 840 Mission Support Squadron Malmstrom AFB MT 59402-5001			g. DATE RETURNED TO MILITARY CONTROL (YYMMDD) 86/02/27	
8. DISPOSITION OF ABSENTEE				
a. ACTION BY MILITARY AUTHORITIES (X one)		b. TO (Name of Command in charge of absentee)		c. COST OF TRANSPORTATION (To be charged to the individual's account)
<input checked="" type="checkbox"/> (1) Retained <input type="checkbox"/> (2) Transferred <input type="checkbox"/> (3) Technical Arrest Orders <input type="checkbox"/> (4) Guard		840 Mission Support Squadron Malmstrom AFB MT 59402-5001		\$
9. REMARKS (Include location of Service, Pay and Health Records)				
Please terminate apprehension efforts. Military service and health records maintained by HQ AFMPC/DPMARS2				
10. AUTHORIZING OFFICIAL				
a. TYPED NAME (Last, First, Middle Initial) CALANDRA, THERESA M.		b. GRADE SSGT	c. TITLE NCOIC, Personnel Readiness	
d. ORGANIZATION 840 Mission Support Squadron Malmstrom AFB MT 59402-5001		e. SIGNATURE (Sign all copies)		f. DATE SIGNED (YYMMDD) 86/02/28

Table 1. Action Required When a Member is Absent Without Authority.

S T	A	B	C	D	E
	Responsibilities				
E	Time				
P	Following	Immediate		Servicing Security	Servicing MPF
	Absence	Supervisor	Unit Commander	Police	(see note 1)
1	Immediately	Notifies unit commander; inquires among associates about the absent member's whereabouts or habits; tries to reach the member at the local residence.	Interviews everyone who may know something about the absence; uses all available resources to try to find and return the member to military control; examines the circumstances to see if there is reason to believe that AFI 36-3002 applies; decides whether to declare the absentee to be a deserter; requests security police assistance (see notes 2, 3, 4, and 5)	On request, assists the unit commander in finding and returning the member to military control.	
2	24 hours	Checks the member's local residence again and other sources for possible contact with the absentee.	Prepares AF Form 2098 (AFI 36-2125 and AFMAN 36-2622, volume 2) and sends it to the MPF; sends a copy of AF Form 2098 to local FSO; informs the FSO by telephone that member is AWOL or a deserter so appropriate actions can be taken; continues efforts to find and return the member to military control. See note 6	Follow up any new leads the commander or supervisor develop.	Processes AF Form 2098; updates change to duty status code in the PDS, which in turn updates the member's MMPA.
3	Within 72 hours	Helps commander prepare the report of inquiry.	Prepares the inquiry paragraph 5 and sends copies to the Security Police and MPF; examines the circumstances to find reason to believe that AFI 36-3002 applies.	Follows up on any new leads the commander's inquiry develops.	Gives next of kin information to the unit commander; sends copy to HQ AFMPC/DPMARS2 attached to DD Form 553 when classifying a deserter.
4	On the 10th day		Prepares and sends letters to the next of kin and those paid allotments (paragraph 6); gives the MPF copies of the letters to file in the FRGp.	Continue to try to find absentee.	

5	On the 31st day		Notifies the MPF of the continued absence; retrieves dependent ID card or cards (AFI 36-3001); initiates AF Form 2098 changing status from AWOL to desertion; helps the MPF decide to whom the DD Form 553 should be sent; consults with SJA about filing court martial charges (paragraph 10.2.5); prepares status report (paragraph 7). (See note 5 if paragraph 13.2 applies.)	Tell the commander what has been done to try to find the absentee; helps decide to whom the DD Form 553 should be sent and how--mail or AFLETS, if available; when logical investigative leads dictate, contacts security police, other services absentee collection units, or civil authorities in the local area of the addresses shown on DD Form 553 to ask for help in locating and apprehending the absentee.	Verifies the continued absence; prepares and distributes DD Form 553 (see Section A); attaches copies of the commander's inquiry and status report (see note 5 if paragraph 3.1.2 applies) to the copies of the DD Form 553 sent to HQ AFMPC/ DPMARS and the MAJCOM; sends message confirming desertion status (Figure 1); consolidates FRGp and files it apart from the active records; updates duty status condition to deserter in the PDS.
6	On the 60th day		Notifies security police and MPF of the member's continued absence; gets input from the security police and includes it in the 60-day status report (paragraph 7).	Reviews the case file; rechecks local leads and the actions taken by military and civilian law enforcement agencies (see Step 5D), and sends a final report of action to the unit commander.	Verifies the member's continued absence, distributes status report to HQ AFMPC/ DPMARS and MAJCOM.

7	On the 180th day		Notifies security police of status change (see note 7) and consults with the SJA concerning options (see paragraph 10.2.5).		Initiates AF Form 2098 to drop absentee from the unit rolls; ensures that effective date of AF Form 2098 is not prior to date charges (if any) were received by the officer exercising summary court-martial jurisdiction (see paragraph 10.2.5); verifies PDS generated transaction; TIC 904, status change code 490; and disposes of FRGp according to AFI 36-2608 (see note 8).

NOTE: 1. AFMAN 36-2622, volume 1, has more instructions for MPFs.

2. For TDY personnel, notify the member's unit of assignment and servicing MPFs.

3. Do not report the avsentee to the security police until it is clear the member is absent from the unit rather than failing to report or being late for duty.

4. Reserve units contact the nearest active duty security police unit for assistance.

5. Take the actions steps 1 through 5 require (except 31st day status report) disregarding time sequence, if the unit commander administratively classifies the member as a deserter according to paragraph 3.1.2. Send the status report on the 31st day.

6. The commander of a base where a member is transferred PCS without permanent change of assignment (PCA) for separation is authorized to issue AF Form 2098 reporting the unauthorized absence.

7. Reserve commanders contact ANGRC/MPP (for ANGUS members) or HQ AFRES/DPAA (for USAFR members) and ask for instructions.

8. Ensure that the FRGp contains copies of AF Forms 2098, court-martial charge sheet, the UIF (if applicable), and so forth, showing all necessary actions have been taken.

Table 2. Disposition of Members Returned to Military Control at Other Than the Unit of Assignment (see note 1).

R	A	B	C
U			
L	If the absence began		then disposition is
E	while the member was	and the member	(see note 1.)
1	not in PCS travel status	is assigned in CONUS and detained in CONUS or overseas	return to losing unit.
2	is assigned overseas and detained in the same overseas country		
3	is assigned overseas and detained in a different overseas country or in CONUS (see note 2)		
4	in PCS travel status from one CONUS base to another		
5	has returned to the military at the gaining base	has returned to the military at other than the gaining base (see note 3)	return to the losing unit.
6	in PCS travel status from CONUS to an overseas base	stay at the gaining unit.	
7	returns to the military at the gaining base	returns at the port of embarkation after an absence of 31 days or more (see note 3)	
8	returns to a CONUS base other than the port of embarkation regardless of the absence's length (see note 3)	continue to the gaining unit.	
9	returns to the port of embarkation after an absence of less than 31 days		
10	returns to an overseas base in the gaining theater	had departed the overseas country of assignment	
11	in PCS travel status from one overseas base to another or from overseas to CONUS		
	returns to the country from which absent (see note 3)	return to the losing unit.	

NOTE: 1. Disposition instructions in this table apply only to members absent less than 1 year. For more information, see paragraph 22.

2. If the member has less than 90 days remaining on an overseas tour when the absence began, comply with previously furnished instructions.

3. **EXCEPTION:** If the gaining commander gave the member permission to report after the report not later than date (RNLTD), the member continues to the gaining unit.

Table 3. Unit Responsibility For Action When a Reserve Member is Absent Without Authority (See note).

R U L E	A	B
	If a reserve member is ordered to AD or ADT involuntary and	then ANGUS or USAFR unit of assignment
1	the orders to AD or ADT cannot be delivered or there is no substantial proof that orders were delivered	reports the case to ANGRC/MPP, Andrews AFB MD 20331-6008 (for ANGUS members) or to HQ AFRES/DPAA, Robins AFB GA 31098-5000 (for USAFR unit members) or HQ ARPC/DR, 6760 Irvington Pl, Denver CO 80280-5000.
2	does not report as ordered and there is substantial proof of delivery of orders	takes the actions sections B and D require and prepares AF Form 2098 according to AFPAM 36-2125.
3	is absent without authority after reporting for AD or ADT	takes the actions sections B and D require.

NOTE: The unit to which the member is attached for AD must notify the unit of assignment with 24 hours. If Airmen Accessions Branch (HQ AFMPC/DPMAPA) or Headquarters USAF Academy, Cadet Accessions (HQ USAFA/DPYQD), ordered the member to EAD, contact the appropriate office within 24 hours to determine if substantial proof of delivery of orders exists, before taking any AWOL action.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, TERMS, AND ADDRESSES

References

Title 10 U.S.C., Chapter 47, *Uniform Code of Military Justice*.
Executive Order 124743, *Manual for Court-Martial* (1984 Rev).
DoD Military Pay and Allowances Entitlements Manual (DoDPM).
Joint Federal Travel Regulations, volume 1.
DoD 5200.2-R/AFI 31-501-- *USAF Personnel Security Program*

Abbreviations and Acronyms

AD—Active Duty
ADP—Automated Data Processing
ADT—Active Duty For Training
AFLETS—Air Force Law Enforcement Terminal System
ANGUS—Air National Guard of the United States
AWOL—Absent Without Leave
COMSEC—Communications Security
CONUS—Continental United States
CRYPTO—Cryptographic
DFR—Dropped From Rolls
DIP—Deserter Information Point
DoD—Department of Defense
DRU—Direct Reporting Unit
EAD—Extended Active Duty
FBI—Federal Bureau of Investigation
FOA—Field Operating Agency
FRGp—Field Record Group
FSO—Financial Services Office
IRR—Individual Ready Reserve
MAAG—Military Assistance Advisory Group
MAJCOM—Major Command
MCM—Manual for Courts-Martial
MDW—Military District of Washington
MMPA—Master Military Pay Account
MPerR—Master Personnel Record
MPF—Military Personnel Flight
NCIC—National Crime Information Center
NLETS—National Law Enforcement Telecommunications Systems
PCA—Permanent Change Of Assignment
PCS—Permanent Change of Station
PDS—Personnel Data System
RNLTD—Report Not Later Than Date
SCI—Sensitive Compartmented Information
SIOP—Single Integrated Operational Plan
SJA—Staff Judge Advocate
SSN—Social Security Number
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
USAFR—United States Air Force Reserves
U.S.C.—United States Code

Terms

Absentee—Any member of the Armed Forces not administratively classified as a deserter (paragraph 3), who is absent without authority from the assigned unit, organization, or other place of duty where the member is required to be. This does not include confinement.

Absent Without Authority—The status of a member absent from the assigned unit, organization, or other place of duty where the member is required to be.

Absent Without Leave (AWOL)—See Absent Without Authority.

Action Unit—For administration of unauthorized absence, the unit of assignment. After the absentee returns to the military, the organization that makes disposition of the unauthorized absence. The action unit for the absence is not necessarily the action unit for disposition of the unauthorized absence.

Active Duty for Training (ADT)—A tour of active duty used to train members of the Reserve to provide trained units and qualified persons for the Armed Forces during war, national emergency, and other times as national security requires. The member is under orders to return to inactive duty status after completing ADT. It includes annual training, special tour of ADT, school tours, and the initial tour for enlistees who have not been in the service before.

Air Force Law Enforcement Terminal System (AFLETS)—A telecommunications system providing criminal justice information to local, state, and federal agencies using State Telecommunications Systems (STS), National Law Enforcement Telecommunications System (NLETS), and National Crime Information Center (NCIC) via computer terminal data link. This system provides point-to-point communications and the retrieval of computerized criminal justice information.

Civil Authorities—Officials of Federal, state, county, or city governments authorized to apprehend or detain offenders under United States law.

Commander—An officer in a position of command. Unless otherwise qualified, refers to the commissioned officer immediately above the member. Includes squadron commanders appointed on proper orders.

Court-Martial Jurisdiction—The authority of certain commanders to hold courts-martial to try members assigned to their commands; the sphere of such authority.

Deserter—A member of the Armed Forces administratively classified as a deserter. (See paragraph 3, Reporting Deserters, in this instruction.)

Deserter Information Point (DIP)—A central focal point each Military Service establishes to control, account for, and pass on information about deserters. HQ AFMPC/DPMARS, 550 C Street, Ste 11, Randolph AFB TX 78150-4713, DSN: 487-5118, is the Air Force DIP.

Desertion Under Aggravated Circumstances—Desertion cases in which the individual is an officer, is wanted for offenses punishable under the UCMJ, or had access to classified defense information that, if disclosed, would jeopardize United States security. Attachment 2 lists UCMJ offenses.

Detaining Unit—The unit that accepts an absentee's return to the military. To return, absentees may surrender to or be apprehended by military authorities, the FBI, or other civilian authorities.

Disposition of the Unauthorized Absence—Administrative actions taken when an unauthorized absence ends. Includes selection of the action unit, decisions about the member's status during the absence, and administrative or punitive action against the member, when proper.

Dropped From the Rolls (DFR) of the Organization—An administrative procedure that removes a member from the unit of assignment and reduces the unit's strength. It does not end the member's military status.

Failure To Go—An unauthorized absence of 24 consecutive hours or less.

Gaining Unit—The organization to which a member in PCS status is scheduled to report.

Losing Unit—The organization a member in PCS status leaves.

Major Command (MAJCOM)—A major subdivision of the Air Force that is assigned a major part of the Air Force mission. Major commands report directly to HQ USAF. Includes MAJCOM of assignment for the absentee and the MAJCOM of the servicing MPF, unless otherwise specified.

Military Personnel Flight (MPF)—The MPF servicing the action unit, unless otherwise specified.

National Crime Information Center (NCIC)—A computerized information system the FBI established to serve law enforcement agencies. Using computers, data transmission over communication lines, and terminal devices, it makes timely and complete information about deserters available to law enforcement agencies.

Punitive Action—Punishment under the UCMJ.

Reserve Members—Members of the Air National Guard of the United States (ANGUS) or the United States Air Force Reserve (USAFR).

Return to the Military—End of an unauthorized absence as described in paragraph 2.2, of this instruction.

Servicing Security Police—The security police unit servicing the action unit, unless otherwise specified.

Servicing Staff Judge Advocate—The Staff Judge Advocate unit servicing the action unit, unless otherwise specified.

Supervisor—A person, military or civilian, who oversees another's work. Unless otherwise specified, a member reports to the immediate supervisor for duty each workday.

Unit of Assignment—The organization to which a member belongs and contributes strength; or the organization to which a member dropped from rolls (DFR) belonged.

Unit of Attachment—The organization, other than unit of assignment, to which a member belongs for duty or administrative purposes. A reserve member belongs to the AD unit charged with the member's utilization.

Unit Commander—The commander of the action unit.

Unauthorized Absence—See Absent Without Authority.

United States—The 50 states and all territories and possessions of the United States, or all waters and airspace subject to the territorial jurisprudence of the United States.

**OFFENSES WARRANTING A DETERMINATION OF DESERTION UNDER
AGGRAVATED CIRCUMSTANCES**

Desertion of officers.

Desertion of those who have had access to certain classified defense information that if disclosed could, jeopardize US security interests.

Article	Violations of the Uniform Code of Military Justice
82	Soliciting or advising another to desert or to mutiny, or to misbehave before the enemy.
	Sedition.
90	Striking, drawing, or lifting up any weapon or behaving violently toward a superior commissioned officer doing his or her job.
91	Striking or otherwise assaulting a warrant officer or a noncommissioned officer or petty officer doing his or her job.
92	Disclosing classified defense information.
99	Misbehaving before the enemy.
100	Subordinate compelling surrender.
103	Looting and pillaging.
104	Aiding the enemy.
106	Spying.
116	Riot.
118	Murder.
119	Manslaughter.
120	Rape.
122	Robbery.
124	Maiming.
125	Sodomy by force and without consent, or with a child under age 16 years.
126	Arson.
127	Extortion.
128	Assaulting an off-duty commissioned officer.
134	Other assaults:
	Indecent.
	With intent to commit voluntary manslaughter, robbery, sodomy, arson, or burglary.
	With intent to commit housebreaking.
	With intent to commit murder or rape.
134	Wrongfully and willfully discharging firearm under circumstances as to endanger life.
134	Homicide, negligent.
134	Indecent liberties with a child under the age of 16.
80	Attempting to commit any of the above offenses.
81	Conspiracy to commit any of the above offenses.

**INSTRUCTIONS FOR PREPARING AND DISTRIBUTING DD FORM 553,
DESERTER/ABSENTEE WANTED BY THE ARMED FORCES**

A3.1. Use information from the FRGp and PDS.

A3.2. If the FRGp is not available, ask for information from the MPerR by message (MINIMIZE included).

A3.2.1. If the absentee is AD, send the message to HQ AFMPC/DPMARS, Randolph AFB TX.

A3.2.2. If the absentee is a Reserve member ordered to ADT, send the message to HQ ARPC/DSM, Denver CO, and to HQ AFMPC/DPMARS as an information addressee.

A3.3. Enter the information in each item. If the instructions include an automated data processing (ADP) code, enter the clear text first and then the code. For example, item 5c: Male (M) or Female (F).

A3.4. Prepare DD Form 553.

A3.4.1. General information for ADP personnel processing this report. Follow the instruction for coding. If no specific coding instructions are provided, refer to DoD 5000.12-M, *DoD Manual for Standard Data Elements*. Failure to follow either the coding instructions here or those in the manual results in concessions in data base communication. Asterisks (*) mark those items registered in the *DoD Data Element Dictionary*.

A3.4.1.1. Item 4 - Distribution: Tell which agencies will receive the form, such as appropriate law enforcement agencies. Give their complete addresses and ZIP codes.

A3.4.1.2. Item 5 - Absentee Identification.

- Item 5d - Race: Identify the absentee's race: Red (American Indian) (R), Yellow (Asian/Mongoloid) (M), Black (Negroid or African) (N), White (Caucasian) (C), Other (X), or Unknown (Z).
- Item 5g - Height: Identify the absentee's height in feet and inches, in that sequence.
- Item 5i - Eye Color: Identify the absentee's eye color: blue (BL), green (GR), black (BK), brown (BR), hazel (HA).
- Item 5j. Hair Color: Identify the absentee's hair color: brown (BR), black (BK), blonde (BL), gray (GR), red (RD), bald (BA), white (WH).
- Item 5k - Deserter Information Point (DIP) Control No: The Air Force does not use DIP Control Numbers. Leave this item blank.
- Item 5l - Service: Identify the absentee's branch of service: Army (A), Navy (N), Marines (M), Air Force (F).
- Item 5o - Martial Status: Identify the absentee's marital status: Married (M), Divorced (D), Single (S).
- Item 5p - Military Occupation: Identify the absentee's specific military occupational specialty number and title.
- Item 5p - Civilian Occupation: Identify the absentee's prior civilian employment. Indicate specific job skills.

A3.4.1.3. Item 7 - Entry into Current Period of Service

- Item 7a - Date: Identify date that absentee physically reported for active duty on current enlistment: year/month/day, in that sequence. If the date is the same as item 6a, enter "same as 6a."
- Item 7b - Place: Identify place the absentee physically reported to for active duty on current enlistment. City and state, in that sequence.

A3.4.1.4. Item 11 - Escaped or Sentenced Prisoner (if applicable): Mark the appropriate box to indicate absentee's status. Indicate in the appropriate space the specific civil or military offense of which escaped or sentenced prisoners were convicted. If military, include reference to appropriate article of the Uniform Code of Military Justice (UCMJ).

A3.4.1.5. Item 12 - Discharge Status (if applicable).

- Item 12a - Discharged: Mark the appropriate box to indicate the absentee's discharge status. Mark "yes" if the absentee is an escaped prisoner discharged before serving the entire prison term.

A3.4.1.6. Item 14 - Vehicle

- Item 14d - Type: Identify absentee's license plate type, for example, personalized, disabled American veteran, handicapped, government.

A3.4.1.7. Item 18 - Identify the commanding officer

- Item 18e - Signature: All copies must be signed.

A3.4.1.8. Item 19 - Remarks: List absentee's peculiar habits and character traits; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tattoos; facial characteristics; complexion; posture; build; other SSNs the individual uses; or other data that may assist in identification. List known facts, for example, armed and dangerous, drug user, suicidal tendencies, escape risk. Make additional applicable entries.

- Item 19-1 - Use letter-size bond paper to continue remarks or to add to items on front of form.
- Item 19-2 - When the FBI is involved (per the Memorandum of Understanding between the FBI and DoD [enclosure 1]), include additional information on the FBI's copies of the form:

- Aggravated offense involved.
- Appropriate National Crime Information Center assigned number (NCIC “NIC” number) of the case.
- Designated DIP involved.
- Name, grade, title, and signature of person in charge of DIP activity.

A3.5. Distribution of DD Form 553. (See note 1.)

A3.5.1. Original to HQ AFMPC/DPMARS.

A3.5.2. One copy each to (notes 2 and 3):

A3.5.2.1. Security Police.

A3.5.2.2. The parent and host MAJCOM.

A3.5.2.3. The base commander, exchange officer, and accounting and finance officer.

A3.5.2.4. The city, county, and state law enforcement agencies for the addresses shown in Item 5r.

A3.5.2.5. The city, county, and state law enforcement agencies for areas where the absentee is likely to go.

A3.5.2.6. Security police of the base or bases near the absentee’s hometown or the city where the absentee is likely to go.

A3.5.2.7. List of Absentee Collection Units--United States Navy and Marine Corps (attachment 6).

A3.5.2.8. Army Areas with Provost Marshal addresses where the unit assignment is located (attachment 7).

A3.5.2.9. Law enforcement agencies of foreign countries that allow apprehension, if the absence occurs in an overseas command. Limit distribution to countries within the area as the overseas commander determines.

A3.5.2.10. Update and Analysis Branch (HQ AFMPC/DPMDSA2).

A3.5.3. Place one copy in the absentee’s FRGp.

NOTES:

1. Account for disclosures as AFI 37-132 (formerly AFR 12-35) requires.
2. Make sure every recipient receives front and back copies of DD Form 553.
3. Security Police helps commander decide who receives DD Form 553 and whether to mail it or send it through AFLETS.

INSTRUCTIONS FOR PREPARING DD FORM 616, REPORT OF RETURN OF ABSENTEE

A4.1. General information:

A4.1.1. The unit where the member is prepares DD Form 616 using information from DD Form 553. If DD Form 553 is not available, get information about the member and the absence from the FRGp or PDS.

A4.1.2. Enter the information each item requires according to paragraph A4.2. If the instructions include an ADP code, enter the cleartext first and then the code. For example, in item 3: Air Force (F).

A4.2. Preparing DD Form 616.

A4.2.1. General note for ADP personnel processing this report. Follow the instruction for coding. If no specific coding instructions are provided, refer to DoD 5000. 12-M, *DoD Manual for Standard Data Elements*. Failure to follow either the coding instructions here or those in the manual result in concessions in data base communication. Asterisks (*) mark those items registered in the *DoD Data Element Dictionary*.

A4.2.1.1. Item 1 - Distribution: Distribute copies to all offices and agencies that received a copy of DD Form 553.

A4.2.1.2. Item 3 - Service: Identify the absentee's branch of service: Army (A), Navy (N), Marines (M), Air Force (F).

A4.2.1.3. Item 10 - Authorizing Official.

- Item 10e - Signature: All copies must be individually signed.

**AIR FORCE BASES WITH LAW ENFORCEMENT TERMINAL SYSTEMS
(AFLETS)**

Location	Location
Altus AFB OK 73521-5000 (AMC)	Keesler AFB MS 39534-5000 (AETC)
Andrews AFB MD 20331-5000 (AMC)	Kirtland AFB NM 39534-5000 (AMC)
Barksdale AFB LA 71110-5000 (ACC)	K I Sawyer AFB MI 49843-5000 (AMC)
Beale AFB CA 95903-5000 (ACC)	Lackland AFB TX 78236-5000 (AETC)
Castle AFB CA 95342-5000 (AMC)	Langley AFB VA 23665-5000 (ACC)
Charleston AFB SC 29404-5000 (AMC)	Little Rock AFB AR 72099-5000 (AMC)
Dover AFB DE 19902-5000 (AMC)	Lowry AFB CO 90230-5000(AFMC) (AFMC)
Dyess AFB TX 79607-5000 (AMC)	Malmstrom AFB MT 59402-5000 (AMC)
Eglin AFB FL 32542-5000 (AETC)	March AFB CA 92518-5000 (AMC)
Ellsworth AFB SD 57706-5000 (AMC)	Maxwell AFB AL 36112-5000 (AETC)
F E Warren AFB WY 82001-5000 (ACC)	McChord AFB WA 98438-5000 (AMC)
Fairchild AFB WA 99011-5000 (ACC)	McClellan AFB CA 95652-5000 (AFMC)
Grand Forks AFB ND 58205-5000 (ACC)	McConnell AFB KS 67221-5000 (AFMC)
Griffiss AFB NY 13441-5000 (ACC)	McGuire AFB NJ 67221-5000 (AMC)
Grissom AFB IN 46971-5000 (AMC)	Minot AFB ND 58705-5000 (ACC)
Hanscom AFB MA 10731-5000 (AFMC)	Mountain Home AFB ID 83684-5000 (AMC)

Hickam AB HI 96853-5000
(PACAF)

Nellis AFB NV 89191-5000
(ACC)

Offutt AFB NE 68113-5000
(ACC)

Patrick AFB FL 32935-5000
(AFMC)

Plattsburg AFB NY 12903-5000
(AMC)

Robins AFB GA 31098-5000
(ACC)

Seymour-Johnson AFB NC 27531-5000
(ACC)

Scott AFB IL 62225-5000
(AMC)

Sheppard AFB TX 76311-5000
(AETC)

Tinker AFB OK 73145-5000
(AFMC)

Travis AFB CA 94535-5000
(AMC)

USAFA, Colorado Springs CO 80840-5000
(AETC)

Vandenberg AFB CA 934-5000
(ACC)

Whiteman AFB MO 65305-5000
(ACC)

Wright-Patterson AFB OH 45433-5000
(AFMC)

**UNITED STATES NAVY AND MARINE C(AFMC)ORPS ABSENTEE COLLECTION
UNITS**

MARINE CORPS

Absentee Collection Unit
Unit Bldg 107E
Naval Station, Treasure Island
San Francisco CA 94130-5000

Absentee Collection Unit
San Francisco Naval Support Activity
San Francisco CA 94130-5006

Absentee Collection Unit
Provost Marshal Office
Bldg 101
Atlanta GA 30330-5000

Absentee Collection Unit
Jacksonville Naval Station
Jacksonville FL 32212-5000

Absentee Collection Unit
Bldg 913
Naval Training Center
Great Lakes IL 60088-5131

Absentee Collection Unit
Naval Training Center, Bldg 2
Great Lakes IL 60088-5703

Absentee Collection Unit
Bldg 104
US Naval Base
Philadelphia PA 19112-5084

Absentee Collection Unit
Naval Support Activity
Philadelphia PA 19112-5065

Absentee Collection Unit
Bldg 11
Naval Air Station
Dallas TX 75211-9991

Absentee Collection Unit
Dallas Naval Station, Bldg 9
Dallas TX 75211-9524

Absentee Collection Unit
Naval Education and Training Center
Newport RI 02841-5001

NAVY

Absentee Collection Unit
Naval Training Center, Bldg 191
San Diego CA 92133-7400

Absentee Collection Unit
Naval Station Puget Sound, Bldg 18
Seattle WA 98115-5001

Absentee Collection Unit
Norfolk Naval Station, Bldg I-A
Norfolk VA 23511-9524A

ARMY AREAS OF RESPONSIBILITY

This attachment lists geographical areas of responsibility by Army installation and county.

NOTE: Address to "Provost Marshal," followed by the Army installation, state, and ZIP code.

FT BELVOIR VA 22060-5000

Virginia					
Culpeper	King George	Northumberland	Prince William	Rockingham	Stafford
Fauquier	Lancaster	Orange	Rappahannock	Shenandoah	Warren
Greene	Madison	Page	Richmond	Spotsylvania	
Provost Marshal					
Activities in					
Loudoun	Frederick	Clark			
West Virginia					
Grant	Hardy	Pendelton			

Excludes Military District of Washington (MDW) units and activities, plus all directorates of Administration (DA) and other government agencies and activities MDW supports. *EXCEPTION:* During mobilization planning and execution, Ft Belvoir is responsible for unit Reserve Component support located in Arlington and Fairfax Counties.

FT BENJAMIN HARRISON IN 46216-5301

Illinois					
Champaign	Cumberland	Effingham	Lourence	Manard	Tazewell
Christian	DeWitt	Ford	Logan	Moultrie	Vermillion
Clark	Douglas	Fulton	Macon	Piatt	Wabash
Coles	Edgar	Iroquois	Mason	Richland	
Crawford	Edwards	Jasper	McLean	Shelby	
Indiana					
All counties ex-					
cept:					
Elkham	Lake	La Porte	Porter	St Joseph	

FT BENNING GA 31905-5000

Alabama					
Bullock	Coosa	Lee	Montgomery	Tallapoosa	
Chambers	Elmore	Macon	Russell		
Florida					
Bay	Escambia	Gulf	Jefferson	Madison	Walton
Calhoun	Franklin	Hamilton	Lafayette	Okaloosa	Wakulla
Columbia	Gadsden	Holmes	Leon	Santa Rosa	Washington
Dixie	Gilchrist	Jackson	Liberty	Suwanee	
Georgia					
Baker	Colquitt	Grady	Marion	Randolph	Troup
Ben Hill	Cook	Harris	Merriwether	Schley	Turner
Berrien	Crawford	Houston	Miller	Seminole	Twiggs
Bibb	Crisp	Irwin	Mitchell	Stewart	Upson
Bleckley	Decatur	Jones	Monroe	Sumter	Webster
Brooks	Dodge	Lamar	Muscogee	Talbot	Wilcox

Calhoun	Dooley	Lanier	Peach	Taylor	Worth
Chattahoochee	Dougherty	Lee	Pike	Terrell	
Clay	Earley	Lowndes	Pulaski	Thomas	
Clinch	Echols	Macon	Quitman	Tift	

FT BLISS TX 79916-5000

New Mexico

All counties

Texas					
Brewster	El Paso	Jeff Davis	Pecos	Reeves	Ward
Culberson	Hudspeth	Loving	Presidio	Terrell	Winkler

FT BRAGG NC 28307-5000

North Carolina

All counties

FT CAMPBELL KY 42223-5000

Kentucky					
All counties west of:					
Allen	Edmonson	Grayson	Hardin	Meade	Warren

Tennessee

All counties

FT CARSON CO 80913-5000

Colorado

All counties

Idaho

All counties

Montana

All counties

Utah

All counties

Wyoming

All counties

FT DEVENS MA 01433-5000

Connecticut

All counties

Maine

All counties

Massachusetts

All counties

New Hampshire

All counties

Rhode Island

All counties

Vermont

All counties

FT DIX NJ 08640-5000

New Jersey

All counties

New York

Bronx	Dutches	Nassau	Putnam	Rockland	Ulster
Columbia	Greene	New York City	Queens	Suffolk	Westchester
Delaware	Kings	Orange	Richmond	Sullivan	

Pennsylvania

Provost Marshal activities in southeastern Pennsylvania bordered by and including the counties of:

Berts

FT DRUM NY 13602-5000

New York

All counties except the counties listed under Ft Dix.

FT EUSTIS VA 23604-5000

Virginia

Chesapeake	Isle of Wight	Middlesex	Portsmouth	Virginia Beach
Gloucester	James City	Newport News	Southampton	York
Hampton	Mathews	Norfolk	Suffolk	

FT GEORGE G. MEADE MD 20755-5000

Maryland

1. All counties except: Montgomery Prince Georges
2. Excludes MDW units and those DA and other government agencies activities and individuals MDW supports, except that for mobilization, planning, and execution.
3. Ft Meade is responsible for those units located in counties of Montgomery and Prince Georges, and in the District of Columbia.

Delaware

All counties

Pennsylvania All counties

Virginia

Accomak	Clarke	Frederick	Loudoun	Northampton
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West Virginia

All counties except:

Grant	Hardy	Pendleton
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FORT GORDON GA 30905-5000

South Carolina

Abbeville	Anderson	Breenville	Laurens	Pickens
Aiken	Barnwell	Greenwood	McCormick	Saluda
Allendale	Edgefield	Hampton	Oconee	Spartanburg

Georgia					
Baldwin	Emanuel	Jackson	Madison	Richmond	Wilkes
Banks	Franklin	Jefferson	McDuffie	Screven	Wilkinson
Burke	Glascock	Jenkins	Morgan	Stephens	
Clarke	Green	Johnson	Oconee	Taliaferro	
Columbia	Hancock	Laurens	Oglethorpe	Warren	
Elbert	Hart	Lincoln	Putman	Washington	

FT HOOD TX 76544-5000

Texas

All counties east of:

Pecos

Ward

Winkler

Northern half of Terrell

All counties north of:

Austin	Chambers	Gillespie	Kerr	Travis
Bastrop	Edwards	Harris	Lee	Val Verde
Blanco	Fayette	Jefferson	Orange	Waller

East of the New Mexico State border

FT HUACHUCA AZ 85613-5000

Arizona

All counties

FT IRWIN CA 92310-5000

California

Imperial	Inyo	Riverside	San Bernardino	San Diego
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Nevada

Clark

FT JACKSON SC 29207-5000

South Carolina

Bamberg	Chester	Dillon	Horry	Marion	Sumter
Berkeley	Chesterfield	Dorchester	Kershaw	Marlboro	Union
Calhoun	Clarendon	Fairfield	Lancaster	Newberry	Williamsburg
Charleston	Colleton	Florence	Lee	Orangeburg	York
Chevobec	Darlington	Georgetown	Lexington	Richland	

FT KNOX KY 40121-5000

Kentucky

All counties east of:

Breckenridge	Butler	Logan	Ohio	Simpson
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Ohio

All counties

FT LEE VA 23801-5000

Virginia

All counties except:

Accomack	Gloucester	Madison	Northumberland	Richmond	Suffolk
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Arlington	Greene	Mathews	Orange	Rockingham	Virginia Beach
Chesapeake	Isle of Wight	Middlesex	Page	Shenandoah	Warren
Culpeper	James city	Northampton	Portsmouth	Spotsylvania	Westmoreland
Fairfax	King George	Newport News	Prince William	Stafford	York
Fauquier	Lancaster	Rappahannock			

FT LEONARD WOOD MO 65473-5000

Illinois					
Adams	Clinton	Hardin	Massac	Pope	Scott
Alexander	Fayette	Jackson	McDonough	Pulaski	Union
Bond	Franklin	Jefferson	Monroe	Randolph	Wayne
Brown	Gallatin	Johnson	Montgomery	Saline	Washington
Calhoun	Green	Macoupin	Morgan	Sangamon	White
Cass	Hamilton	Madison	Pery	Schuyler	Williamson
Clay	Hancock	Marion	Pike	St Clair	

Missouri

All counties

FT LEWIS WA 98433-5000

Oregon

All counties

Washington

All counties

FT MCCLELLAN AL 36201-5000

Alabama					
Bib	Colbert	Franklin	Lawerence	Morgan	Sumter
Blount	Coosa	Jackson	Limestone	Pickens	Talladega
Calhoun	Cullman	Jefferson	Madison	Randolph	Tuscaloosa
Cherokee	DeKalb	Lamar	Marion	Shelby	Walker
Clay	Etowah	Lauderdale	Marshall	St Clair	Winston
Cleburne	Fayette				

Mississippi

Alcorn	Choctaw	Issaquena	Monroe	Quitman	Tunica
Attala	Clay	Itawamba	Montgomery	Sharkey	Union
Benton	Coahoma	Lafayette	Noxubee	Sunflower	Washington
Bolivar	Desoto	Lee	Obitbbeha	Tallahatchie	Webster
Calhoun	Grenada	Leflore	Panola	Tate	Winston
Carroll	Holmes	Lowndes	Pontotoc	Tippan	Yalobusha
Chickasaw	Humphreys	Marshall	Prentiss	Tishomingo	

FT MCCOY WI 54656-5000

Iowa

All counties

Michigan

All counties in Upper Penninsula only

Minnesota

All counties

Wisconsin

All counties

FT MCPHERSON GA 30330-5000

Georgia

Barrow	Cobb	Floyd	Haralson	Pickens	Walton
Bartow	Coweta	Forsyth	Heard	Polk	White
Butts	Dade	Fulton	Henry	Raburn	Whitefield
Carroll	Dawson	Gilmer	Jasper	Rockdale	
Catoosa	DeKalb	Gordon	Lumpkin	Spaulding	
Chattooga	Douglas	Gwinnett	Murray	Towns	
Cherokee	Fannin	Habersham	Newton	Union	
Clayton	Fayette	Hall	Paulding	Walker	

Puerto Rico

Virgin Islands

FT MONMOUTH NJ 07703-5000

Ocean in Monmouth counties of New Jersey.

FT ORD CA 93941-5000

California

Fresno	Madera	Monterey	San Benito	Tulare
Kern	Mariposa	Los Angeles	San Luise Obispo	Ventura
Kings	Merced	Orange	Santa Barbara	

FT POLK LA 71459-5000

Louisiana

All Parishes

Texas
Chambers

Jefferson

Orange
(Beaumont
area)

FT RILEY KS 66442-5000

Kansas

All counties

Nebraska

All counties

North Dakota

All counties

South Dakota

All counties

FT RUCKER AL 36362-5000

Alabama

Arbour	Chilton	Crenshaw	Greene	Macon	Pike
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Autauga	Choctaw	Dale	Hale	Marengo	Russell
Baldwin	Clarke	Dallas	Henry	Mobile	Washington
Bibb	Coffee	Elmore	Houston	Monroe	Wilcox
Bullock	Conecuh	Escambia	Lee	Montgomery	
Butler	Convington	Geneva	Lowndes	Perry	

Mississippi					
Adams	Franklin	Jackson	Lawrence	Pearl	Smith
Amite	Forrest	Jasper	Leake	Pearl River	Stone
Claiborn	George	Jefferson	Lincoln	Perry	Walthall
Clarke	Greene	Joves	Madison	Pike	Warren
Copiah	Hancock	Kimper	Marion	Rankin	Wayne
Covington	Harrison	Lamar	Neshoba	Scott	Wilkinson
Davis	Hinds	Lauderdale	Newton	Simpson	Yazoo

FT SAM HOUSTON TX 78234-5000

Texas

All counties south of:

Burleson	Crockett	Kimble	Mason	Montgomery	Washington
Burnett	Grimes	Llano	Milam	Sutton	Williamson

Texas

All counties west of:

Chambers

Liberty

Boundary on the west consists of the south half of Terrell County and the Mexican border.

FT SHERIDAN IL 60037-5000

Illinois

Boone	Grundy	Kendall	Marshall	Putman	Whiteside
Bureau	Henderson	Knox	McHenry	Rock Island	Winnebago
Carroll	Henry	Lake	Mercer	Stark	Woodford
Cook	Jo Daviess	La Salle	Ogle	Stephenson	
DeKalb	Kane	Lee	Peoria	Warren	
DuPage	Kankakee	Livingston			

Indiana

Elkhart	Lake	LaPorte	Porter	St. Joseph
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Michigan

All counties except the Upper Peninsula.

FT SILL OK 73503-5000

Arkansas

All counties

Oklahoma

All counties

FT STEWART GA 31313-5000

Florida

All counties except:

Bay	Escambia	Gulf	Jefferson	Madison	Taylor
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Calhoun	Franklin	Hamilton	Lafayette	Okaloosa	Wakulla
Columbia	Gadsden	Holmes	Leon	Santa Rosa	Walton
Dixie	Gilchrist	Jackson	Liberty	Suwannee	Washington

Georgia					
Appling	Bullock	Coffee	Liberty	Pierce	Treutlen
Atkinson	Camden	Effingham	Long	Tattnall	Ware
Bacon	Candler	Evans	McIntosh	Telfair	Wayne
Brantley	Charlton	Glynn	Montgomery	Toombs	Wheeler
Bryan	Chatham	Jeff Davis			

South Carolina

Beaufort

Jasper

MILITARY DISTRICT OF WASHINGTON; FT LESLEY J. MCNAIR 20319-5000

District of Columbia

Maryland

Montgomery

Prince Georges

Virginia

Alexandria

Arlington

Fairfax (except Ft.
Belvoir)

PRESIDIO OF SAN FRANCISCO CA 94129-5000

California

All counties except:

Fresno	Kings	Merced	San Benito	Santa Barbara
Imperial	Los Angeles	Monterey	San Bernar- dino	Tuolumne
Inyo	Madera	Orange	San Diego	Ventura
Kern	Mariposa	Riverside	San Luis Obispo	

Nevada

All counties except Clark